



Operations Associate

Organization Overview:

Since its founding in 2004, GreenLight has worked at the intersection of social innovation and community need, GreenLight is focused on identifying the most urgent barriers to economic mobility for low-income residents in our sites and addressing them by selecting and bringing in the country's best social innovations that have proven impact. We do this by running a process in our communities that bring together key local leaders to:

- Identify critical needs
- Find and bring into the community innovative, entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city.

We have run this selection and importation process 22 times in our seven sites: Boston, San Francisco Bay Area, Philadelphia, Cincinnati, Detroit, Charlotte and Kansas City. Collectively, portfolio organizations across our sites are reaching more than 60,000 individuals annually with proven, life-changing programs. This number is growing exponentially as we add new sites and new portfolio organizations across our sites.

To learn more about the GreenLight Fund, please visit www.greenlightfund.org.

Position Overview:

We are seeking an energetic, organized, and talented associate to join our growing organization and team. The Operations Associate will report to and support our Director of Finance and Operations as well as key members of our national and site offices. This is a critically important role that requires a combination of focus and flexibility, and will be an opportunity for someone to learn about philanthropic investing in the nonprofit sector and experience growth at a mission driven multi-site national organization. This position is based in Boston with some travel (2-3 times a year) required.

Responsibilities:

- Lead and manage month end closing process and assist with financial year closing process
- Assist with annual audit and budgeting processes
- Support grant financial management and reporting
- Assist with internal financial reporting – monthly and quarterly packages, fund balances, and program payments
- Process accounts payable and deposits
- Maintain a strong working relationship with GreenLight's external accountants
- Maintain GreenLight systems and databases (G Suite, Box, Clicktime, Network for Good, Zoom, Salesforce, etc.)
- Assist with onboarding and training of new staff members for all tasks related to finance and operations

- Develop trainings and manuals to streamline and refine work flow processes between GreenLight's National office and sites
- Periodic review and revision as necessary of GreenLight handbook, policies and procedures
- Partner with Marketing and Communications Manager for organizational website management
- Oversee general office operations including print and electronic correspondence, office supplies, mail, and computers for staff members
- Maintain organizational calendars across all sites and provide logistical support for organization-wide meetings and phone calls
- Ensure GreenLight's stays in compliance of state and federal regulations by calendaring deadline and completion of tasks required to maintain of charitable solicitation registrations
- Assist in procurement of certificates of insurance, tax exempt letters and permits
- Lead ad-hoc finance and operations working groups to improve on process as needed
- Assist with other projects and tasks as needed

Qualifications:

- 3-5 years of relevant education and/or experience (finance, operations, administrative support, development/fundraising, etc). Bachelor's degree preferred.
- Demonstrated ability to work independently in a fast-paced environment, meet multiple concurrent deadlines, organize time and priorities, and work well as a member of a team
- Command of Adobe Acrobat and Microsoft Office programs, especially Word, Excel, and PowerPoint.
- Experience with Salesforce or related CRM preferred.
- Strong orientation towards data management and efficiency with ability to communicate their value to others.
- Highly organized and detail oriented with a strong work ethic
- Entrepreneurial mindset and ability to take initiative when needed
- Strong commitment to GreenLight's mission and values

To Apply:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, as a single pdf attachment (filename: LastName_FirstName.pdf), addressed to Irfan Alibhai, Director of Finance and Operations, at talent@greenlightfund.org with the subject "Operations Associate".

Applications will be reviewed on a rolling basis. GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills.

GreenLight Fund is committed to fostering diversity, equity, and inclusion at every level of the organization. GreenLight Fund recognizes and appreciates the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, region, sexual orientation or veteran status.

If you need assistance or an accommodation due to a disability, you may contact us at talent@greenlightfund.org.